

# UT Digital Repository: 10-11 Annual Report

**Date** 11/28/2011  
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**From** 09/01/2010  
**To** 08/31/2011

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## 1. Executive Summary

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The UTDR added a Digital Repository Librarian in January, 2011, when Colleen Lyon joined UT Libraries. The UTDR Management Group moved to a different meeting schedule in FY2011, with meetings occurring monthly instead of every other week.

Over the 2010-2011 year, six sub-communities were developed in the production instance of the UTDR. These communities are managed by the Harriet Tubman Literary Circle, Department of Art & Art History and UT Libraries. In addition, 146 collections were added to the UTDR in FY 2011.

The majority of UTDR submissions come from the Vireo ETD submission system, and campus units. Few independent students, faculty, or staff have submitted works to the repository. The overall feedback is positive from campus units. They like making their works visible and searchable on an online platform and they love the preservation aspect of the UTDR. However when it comes to authorization and restriction management, some campus units are still having issues with the platform's constraints.

On average UT Libraries staff spend an aggregated 162 hours a week working on the UTDR. A few of the UTDR Management Group's FY2011 tasks have become FY2012 tasks, but most of the FY2011 tasks were completed and some important developments were accomplished: catalogers from Cataloging & Metadata Services became more integral to UTDR workflows—six catalogers were trained on the UTDR, and now submit digitized materials into the UTDR on a regular basis; a collapsible browse list was added to the communities and collections page which makes browsing much easier; statistics were added for individual items in the repository; outreach to library staff was increased; and Dspace was upgraded to the latest version.

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## 2. Annual Review of UTDR

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**Annual review of the UTDR online platform by curators and library staff, the online platform's interface and policy updates, and the online platform's statistics.**

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**Input from Curators** was gathered during the UTDR Annual Review.

Please describe any difficulties or problems you've had with UTDR over the past year.

- None, we just started our collaboration.
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- None
- Standard license and CC licenses may not cover software (especially open source) creators' licensing needs. Lexie was a huge help in wading through the issues involved in software licensing, but ultimately we had a collection donor who insisted on including a GNU/GPL license with his software code. In the end, this issue did not prevent the ingest of the software into UTDR, but it slowed progress and consumed some of ours and Lexie's time.
- Setting up workflow with digitization services and cataloging. We seem to have a good system in place now. We also spent a lot of time setting up our metadata. This is not a criticism – more a problem on our part.
- We started a pilot project to add digitized reports to the UTDR. We wanted to be able to add linked text to various things (material usage statement, collection finding aid) but we had to use the non-linked URL instead. Although I think I understand the rationale behind this (not really meant to be a public interface) it would be a great improvement if text could be linked. Coming up with a public interface that harvests content automatically from the UTDR would be the best solution.
- None
- I don't recall having any problems with the UTDR this past year.
- We are still in the process of adding and editing our collection on UTDR, so I don't feel as though I have enough perspective to have gained helpful feedback. However, I know at this stage, I have found the process of organizing the items in the collection to be the most difficult for our purposes. There is a lack of flexibility to move things around once it's in the system. I know our historical archive is unique compared to how others around the university use UTDR, but I also find the metadata fields and the process for editing that data (to maximize search-ability) to be cumbersome for us as well.
- My only complaint has to do with the online user interface for adding items to the UTDR. When one has four or five subject keywords to add to a record, each time one clicks the "Add" button, it reloads the page at the top of the screen. If you're adding just one item with only a couple of keywords, then it isn't that much of an inconvenience, but if you are adding several items to a collection and each one has several keywords, the business of having to scroll back down to add each keyword gets pretty tiresome.
- I'm not sure if this qualifies as a problem, or if it's just an inconvenience, but having to go through multiple rounds of reviewing and re-approving materials is a bit of a pain. It would definitely make sense for a situation in which multiple editors needed to review a submission, but since it's just me clicking through, it doesn't seem to enhance quality control.

Please describe any positive experiences you've had with UTDR over the past year.

- UTDR sought us out and provided a much needed resource.
  - Colleen was very friendly and very helpful. She not only found our publication and
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volunteered to digitize every issue, but did so promptly and courteously. She was great.

- I've been able to delegate ingest activities to 2 other staff members, and I've found UTDR's workflow interface a good management tool. (It took me awhile before I could find out what workflow roles should be assigned to whom, but once that was set, it's been good.) Delegating ingest activities has been very beneficial.
- We are very pleased now that we have worked out our workflow. We have been pleased with the number of hits on the items in the UTDR.
- We were able to establish a workflow to get digitized material in to the UTDR as well as getting catalogue records that point to them. The staff involved in this pilot have all been really responsive and have contributed in many ways.
- Multiple repositories up and running; no changes and no issues. Thanks!
- We created a new collection in our community this summer, and it was easy to add a new person to the workflow during the collection building period, and then remove them when the collection was complete. The batch upload process we used for this collection went smoothly, as it was the same as we had done in a previous collection.
- I was extremely thankful when UTDR was introduced to the department as a solution for housing our historical images, and Colleen was enormously helpful in figuring out how to make the Repository work for us. Her training was excellent and she has always been available to answer my question and open with communication. It sounds like there are good improvements on queue for UTDR that will increase usability (thumb nails, metadata labels) and I look forward to those. I also appreciate the ownership the UTDR and the libraries take over our collection; it makes us feel like our images are in good hands!
- I'm impressed with the UTDR's built-in media player, which seems to do a good job of streaming very large files.
- UTDR is easy to navigate, and materials generally upload quickly. I appreciate how easy it is to append additional bitstreams to a work, whether during the initial upload of the work or afterward.
- The new statistics function is great (and fascinating)!

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**Input from Library Staff** was gathered during the UTDR Annual Review.

Have you talked with faculty or students about the UTDR over the past year? If yes, please briefly explain the context of the conversation and what reaction the faculty/student had.

- No
- Yes. I have spoken with Latin Americanist faculty about the wisdom of putting their materials in the archive. And we established a community for the FORO papers given at Austin in July of 2011.
- Yes, since I am no longer in a liaison role with a specific college or departments on campus, I don't often have cause to promote the UTDR or offer it as a solution to a situation I might have encountered in such a role. That said, I talk with students a

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lot, in person at the I&RH Desk in PCL and via chat or email, and most often I introduce the UTDR as a resource and refer students to it when they're seeking access to recent or current dissertations and other theses-type reports. Generally the reaction is they hadn't heard about it before, and once they try it, it's easy to search but what they were hoping to locate (when it's something specific) isn't included (usually because it's a little too old, or because it just isn't the type of thing that typically is included at least not yet). I've also referred members of the public, who call seeking access to a paper or presentation referred to in a newspaper, etc., to the UTDR. Often they don't have enough information to perform a thorough search, sometimes because the article or news source didn't provide them with much to go on beyond, "according to a study involving twins completed at The University of Texas...". But they're usually glad to know that the UTDR exists and say so.

- Yes, discussion of how Glifos could complement collections in UTDR and how UTDR is a better alternative to Glifos in some situations.
- Yes, Asian Studies graduate students want to move their journal, Sagar, to online with archived issues. I suggested the DR as an option but don't know if the current editor followed up.
- Yes, we have mentioned the UTDR during meetings with the School of Architecture Library and Collections Committee. Some faculty were interested but I haven't followed up with them.
- Yes, I have spoken to several different faculty and staff about UTDR in the art history department. I think that they were delighted to know about it and are considering submitting work to it. I also showed UTDR to the students who participated in the Find Images online class I teach every semester, and they were surprised and excited to know that such a thing exists.
- Yes, it was about finding dissertations and theses. The students were very pleased to find electronic text.
- No.
- I have sent updated emails about UTDR and occasionally send out reminders that our repository is available, no feedback from either faculty or student to date.

Please describe any issues that make it difficult for you to discuss the UTDR with faculty or students.

- There have been no questions about it from faculty yet, and my philosophy is not to promote something until there's a demonstrated interest or need. I don't anticipate much of either in this discipline (chemistry).
- The difficulty is not in the discussion but in faculty's "I'm too busy" reaction. We need to somehow establish the digital repository as a place where scholars go to read.
- I can easily talk about the fact that the UTDR exists and about how information in it is organized. I haven't yet come up with phrasing for a standard, comprehensive

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statement that addresses what gets included in the UTDR and what doesn't, and why not. That would be handy.

- I can't think of any.
- I can't think of any issues. I used to have problems remembering and finding the DR but no longer.

### **Interface Updates** that were done in FY2011.

- Added a View Statistics option to the right hand navigation bar
- Updated File Formats Supported by UTDR and Media Player
- Updated Recommended File Formats
- Added the option to select an alternate title or previous publication to the UTDR submission form
- Researched and added Community and Collection expand and collapse list on Community and Collections page.
- Researched and help implement Solr statistics.
- Reviewed over 5000 lines of code for upgrading DSpace code to 1.7.
- Created documentation for XSL transformation performed in theme layer.
- Created SVN code repository to track code changes

### **Policy and FAQ Updates** that were done in FY2011.

- Updated all the FAQs to reflect new contact information and corrected any broken links
- Updated Training Manual to reflect changes created with the DSpace upgrade and made sure all contact information was updated
- Updated Sub-Community & Collection Request Form and Collection Description Document with correct contact information and transformed it to a user-friendly fillable PDF form

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## **Statistics**

### Site Usage Overview – Google

- 98,482 Visits for all visitors
- 362,411 pageviews for all visitors
- 3.68 Average pageviews for all visitors
- 77 % of visitors are new

DSpace internal (unable to access statistics prior to July 2011)

- Estimated Searches Performed (07/2011-08/31/2011) = 7,138
- Estimated Logins (07/2011-08/31/2011) = 355
- Estimated OAI Request (07/2011-08/31/2011) = 5,664

Works in UTDR – Dspace (unable to access statistics prior to July 2011)

- 12,806 Total Works Archived as of 9/1/2011
- 314,933 Estimated Works Viewed (07/2011-08/31/2011)
- 241,553 Estimated Bitstreams Viewed (07/2011-08/31/2011)

### 3. Accounting of UT Libraries Repository Work

**Accounting of repository work by the Digital Access Services, Cataloging & Metadata Services, Technology Integration Services, Digital Library Services, Copyright Contact, other library staff, and the Management Group.**

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#### Digital Access Services

Amy Rushing and Colleen Lyon

**Head of Digital Access Services** average number of hours a week: 20.

##### Amy Rushing's Duties

- Set agendas and run weekly UTDR Management Meetings
- Work with library staff to develop procedures and workflows for deposit and management of content
- Work with campus departments and ORUs to develop procedures and workflows for deposit and management of content
- Perform metadata consultation and training for submitters and curators
- Perform quality control of metadata in UTDR (such as keeping track of Dept name changes, compliance to standards, etc.)
- Track progress on UTDR projects and on projects related to UTDR
- Oversee day-to-day UTDR operations
- Oversee all cataloging and metadata UTDR work
- Serve as the main contact for questions regarding ingestion and pre-processing of materials
- Help troubleshoot and try to resolve issues and problems
- Test features and functionality of new Dspace versions
- Liaison between OGS and Libraries on ETD matters

**Digital Repository Librarian** average number of hours a week: 40

##### Colleen Lyon's Duties

- Maintain communities and collections that the UT Libraries oversees, the "centrally managed" collections
- Respond to inquiries about collections, submission procedures, and withdrawal of previously submitted works
- Manage the authorizations of prospective and current users to submit works to appropriate collections
- Manage the authorizations of campus departments or ORUs who will manage their



- own collections.
- Submit and/or approve works submitted to “centrally managed” collections, and review and troubleshoot previously submitted works
- Work with other curators on their Collection Description Documents (CDD)
- Monitor and troubleshoot automated text files production for indexing purposes
- Set agendas and run weekly UTDR Management Meetings.
- Created a survey to get faculty/staff input about the UTDR that could then be used in the repository review process.
- Administered survey and collected results.
- Worked on a plan outlining the steps involved in a repository review.
- Worked on a matrix to be used as an evaluation tool in the repository review.
- Work with library staff to develop procedures and workflows for deposit and management of content
- Work with campus departments and ORUs to develop procedures and workflows for deposit and management of content
- Track progress on UTDR projects and on projects related to UTDR
- Oversee day-to-day UTDR operations
- Serve as the main contact for questions regarding ingestion and pre-processing of materials
- Help troubleshoot and try to resolve issues and problems
- Test features and functionality of new Dspace versions
- Outreach to library staff
  - UTDR in a Minute
  - Presentation at Reference Showcase
  - Presentation for Learning Break (in person and online)
  - Brown bag lunch for bibliographers
  - Work on brochures/bookmark
- Outreach to campus community

Department/ORU meetings in person or via email about the UTDR (total 25)

- Alexander Architectural Archive
- Art & Art History – image archive
- Art History – prospectus collection
- Briscoe Center for American History
- Center for Teaching and Learning
- Center for Women’s and Gender Studies
- College of Natural Sciences – honors theses
- Computer Science-technical reports
- Digital Writing and Research Lab
- Environmental Science Institute
- Ex Nihilo journal
- Fine Arts Library

- Graduate Coordinators Network
- Harriet Tubman Literary Circle (HTLC)
- Institute of Classical Archaeology
- Intersections Journal
- Plan II – honors theses
- Program in Aegean Scripts and Prehistory
- School of Architecture – Meadows project
- Sociological Insight
- Student Journal of Latin American Studies
- Texas Program in Sports & Media
- Undergraduate Writing Center
- Undergraduate Research Journal
- UT School of Law – building photograph collection

Set up Sub-Communities and Collections in the UTDR (total 23)

- HTLC
  - Harriet Tubman Collective
  - Black Political Imprisonment, April 2011 symposium
  - Black Women in National Politics
  - Black Political Imprisonment, 1944-
  - The Unintended Portraits of the Meninas de Sinha
  - Arlene Polite Austin Artist
  - Racial Sexual Violence Bibliographies
- Fine Arts Library
  - Karl Korte collection
- Department of Art & Art History
  - Art & Art History Image Archive
  - Art History Prospectuses
- Undergraduate Research Journal
- Intersections
- Student Journal of Latin American Studies
- Sociological Insight
- UT School of Law Buildings Photographs
- UT School of Architecture
  - Meadows Foundation Funded Projects
- Honors theses
- FORO conference proceedings
- Library Owned Content
- Institute for Classical Archaeology (4 collections)

Provided UTDR training (total 7)

- Harriet Tubman Literary Circle (2)
- Art & Art History Image Archive (2)

- Art History Prospectuses
- Program in Aegean Scripts and Prehistory
- Environmental Science Institute

Departments represented in Faculty/Researcher Works, the main centrally managed collection – 273 works

- Biochemistry - 2
- Civil, Architectural, and Environmental Engineering- 2
- Communication Studies- 143
- Geological Sciences- 39
- Government- 1
- Information, School of- 3
- Jewish Studies- 1
- Latin American Studies- 50
- Materials Science and Engineering- 1
- Mechanical Engineering- 1
- Middle Eastern Studies- 1
- Physics- 2
- UT Libraries- 27

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## **Cataloging & Metadata Services Work**

Jee Davis, Amanda Lancaster, Ann Marchock, Laura Satrum, Sara Gore, Debbie Thompson, Marjie Lawrence, David Melanson

Average number of hours a week, per cataloger: 13

### Duties

- Participate in the UTDR Management Group (Davis)
- Resolve any issues, regarding descriptive metadata and cataloging records
- Check metadata for all works submitted to the UT Faculty/Researcher Works collection and edit if needed
- Clean up metadata in UTDR as needed
- Submit works to UTDR coming through digitization
- Update catalog records with UTDR handle if needed or create new record in OCLC
- Edit and enhance metadata for all ETDs coming through Vireo system
- Submit Non-Vireo ETDs to UTDR

### Work Statistics

- Non-ETD Works submitted to UTDR on behalf of someone else – 73
- ETDs submitted via Vireo– 2096
- ETDs submitted via UTDR—1511
- Serial titles submitted to UTDR: number of titles (number of issues attached to title)

- 9 (553)
- Individual serial issues submitted to UTDR - 13

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**Technology Integration Services Work** average number of hours a week: 3.Duties

- Maintain DSpace/Manakin interfaces (Steve Williams)
- Stay abreast of DSpace and general repository developments, and participate in DSpace community as appropriate (Aaron Choate, Steve Williams)
- Create theme enhancements (Steve Williams)
- Develop web functionality (Steve Williams)
- Develop graphical components (Matthew Villalobos)

Work Highlights

- Researched and added Community and Collection expand and collapse list on Community and Collections page.
- Updated Department list.
- Researched and help implement Solr statistics.
- Updated Information pages.
- Reviewed over 5000 lines of theme & XSL code for upgrading DSpace to 1.7.
- Created documentation for XSL transformation performed in theme layer.
- Created SVN code repository to track code changes.
- Researched & worked on implementation of sub community & collection expand and collapse list.
- Evaluated custom implementation of stats for public view.
- Researched and started implementation of custom file layout with custom icons.

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**Digital Library Services Work** average number of hours a week: 8.Ladd Hanson's Duties

- Apply configuration changes
- Create scripts and processes for managing batch imports and exports
- Import new content from batches
- Maintain a pair of redundant DSpace instances for UTDR testing and staging work, switch as necessary
- Maintain a pair of redundant DSpace instances for UTDR, switch as necessary
- Upgrade and downgrade software
- Verify, test, and apply patches

Work Highlights

- Imported batches
- Improved DSpace authorization (automatic group assignment)
- Improved UTDR backup and restore performance
- Improved AppScan score
- Scanned UTDR with campus security scanner for potential security issues
- Upgraded DSpace software to version 1.7.2
- Improved SWORD with Vireo

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**Copyright Contact Work** average number of hours per month: 1/2Lexie Thompson-Young's Duties

- Keep Copyright and Licensing Policy current with best practices
- Keep copyright section in the Collection Description Document (CDD) current
- Consult with and train UTDR curators to review their works for copyright issues
- Help normalize copyright review
- Answer copyright and licensing questions

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**Other Library Staff Work**

Other library staff submit works to the UTDR or help manage UTDR collections. Dennis Trombatore submits works on behalf of Geology faculty. Christian Kelleher, Tiffany-Kay Sangwand, and Kevin Wood, along with others in the UTDR Management Group, manage the Human Rights Documentation Initiative Collections. Mindy Johnston and Karen Holt submit works on behalf of the College of Fine Arts and the Fine Arts Library.

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**Management Group Work** average number of hours a week: 1 for meeting

The group met every third Thursday from 3-4pm.

Duties

- Oversee ongoing UTDR operation and projects
- Develop and document procedures required to operate the UTDR
- Maintain policies governing the repository
- Resolve issues that cut across functional areas that support the repository
- Produce regular reports on the UTDR and the activities of the Management Group

#### 4. Goal Assessment

The goal for 10-11 was to complete the Top Tasks.

| Top Tasks  | Status     | Notes   |
|--|------------|---|
| 1. Evaluate stats on 1.6.2                                 | Complete   |   |
| 2. Collapsible browse list                                 | In process | Collapsible browse is functioning on the Communities & Collections page and Steve is working on getting it functioning for the other community pages.   |
| 3. Implement statistics package                            | Completed  | The new statistics package from DSpace 1.7.2 was implemented.   |
| 4. Investigate customization of statistics for public view | Completed  | A View Statistics option is now available for communities, collections, and individual items. Next year we hope to bring the number of file downloads stats into the metadata record so users do not have to click on the "View Stats" link |
| 5. Investigate process for Category I compliance           | Postponed  | This was added to the repository evaluation process which will be completed in 2011/2012.   |
| 6. Communication/outreach to library staff                 | Ongoing    | UTDR in a Minute is being sent out monthly, brochures are being developed, and periodic brown bag lunches have been planned.  |
| 7. As needed xmlui tasks                                   | Complete   | Throughout the year, Steve Williams made changes and enhancements to the xmlui as needed.   |
| 8. Develop relationship with TACC                          | Ongoing    | Developed a partnership with  |

|   |            |   |
|---|------------|---|
|   |            | TACC and ITS to create a suite of data management services for faculty to use.                                    |
| 9. <b>DSpace auditor</b>  | Postponed  | The DSpace auditor will be evaluated as part of the 1.8 upgrade   |
| 10. <b>Develop/schedule information exchange with campus</b>      | Postponed  | Moved to 2011/2012 top tasks  |
| 11. <b>Ingest restricted ETDs</b>                                 | Complete   | Sara Gore, a Cataloging& Metadata Services GRA ingested all the restricted ETDs.                                  |
| 13. <b>Create online guidelines for NSF data management plans</b> | In process | The guidelines are finished and we are currently working on building the website that will house the information. |
| 14. <b>Upgrade to DSpace 1.7/tomcat 6</b>                         | Complete   | Currently running version 1.7.2   |
| 16. <b>Review theme changes</b>                                   | Complete   | The theme changes for 1.7.2 have been reviewed.   |
| 17. <b>Repository evaluation phase 1</b>                          | Complete   | Surveyed current users and faculty/staff about the repository.  |
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## 5. Major Issues Encountered

### Cumbersome submission process

The subject field of the submission form only allows one keyword at a time to be entered. Adding that keyword refreshes the screen and moves the user back up to the top of the submission form. If you want to enter multiple keywords to enhance discoverability it requires a rather tedious process of clicking add, waiting for the screen to refresh and then

scrolling back to the subject field to repeat.

#### Assigning DSpace privileges to curators

DSpace still does not allow community and collection administrators to fully manage their collections. They are unable to change authorizations for some functions like Read access. The UTDR Curator is able to make adjustments as requested, but it is frustrating for those trying to manage their collections.

#### OAI-PMH

There continues to be a problem with our metadata exposed by OAI-PMH. For some reason, <dc.creator> is not showing up, however <dc.contributor> is. For works with a contributor, it appears that the contributor is the author. This issue has been resolved for the TDL ETD Federated Repository, but for other repositories harvesting our data, such as Western Waters Digital Library, and the OCLC Digital Gateway, <dc.creator> is not showing up.



## **6. Looking Ahead to 2011/2012**

### **FY 2011/2012 Tasks**

1. Add collapsible browse list to each community
2. Make statistics for each work more visible
3. Continue current outreach activities
4. Make UTDR brochures available
5. Make UTDR bookmarks available
6. Meet with college deans
7. Meet with groups on campus doing similar work
8. DSpace auditor
9. Make data management website public
10. Make changes to submission form based on feedback from iSchool usability professor, if possible
11. Investigate whether change to subject field in submission form is possible
12. Document steps for creating a new sub-community/collection
13. Repository evaluation, phase 2
14. Repository evaluation, phase 3
15. Meet with those handling the faculty publication database to see if we can integrate with deposit to UTDR
16. Upgrade to DSpace 1.8
17. New icon layout
18. Evaluate Google document viewer

## **7. UTDR Management Group Members**

1. Mark McFarland – Co-Sponsor
2. Robin Fradenburgh – Co-Sponsor
3. Robyn Rosenberg
4. Aaron Choate
5. Ladd Hanson
6. Colleen Lyon
7. Jennifer Lee
8. Amy Rushing
9. Alexia Thompson-Young
10. Steven Williams

11. Jee Davis

12. Kent Norsworthy